



City Planning and Development

RECORDS REQUEST FORM

Missouri Sunshine Law, Chapter 610, Revised Statutes of Missouri

This is a request for records under the Missouri Sunshine Law, Chapter 610, Revised Statutes of Missouri.

Today's Date: _____

Name (first, last) _____

Company/Organization _____

Phone number _____

Email _____

Information or records requested:

(Describe the records as specifically as possible. Where you are asking for records that cover only a particular period, such as last year or a specific month, identify that time period.)

CPD will respond to your initial request within 3 days of receiving the document. Our initial response will include all fees for locating and copying the records. Should you decide to accept the costs of the retrieving the records, we will send you a credit card authorization form. Payment must be received before the process of locating and copying the records begins.

Please email this form back to recordsrequest@kcmo.org or fax it to 816-513-2838.